



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 14, 2018

HSS 18 005A

Planting Hope Urban Farm

for

The Delaware Health & Social Services

Date Due: September 26, 2017
By 11:00 am Local Time

PLEASE NOTE: Addendum #2- Questions and Answers

The attached sheets hereby become part of the above mentioned
Request for Proposal.

Kimberly Jones
Procurement Administrator

The following are submitted questions for RFP HSS18005A-PHUF and those asked during the on-site tour on September 7, 2018 at 11:00am.

Q1. What is the total area of the PHUF?

A1. It is less than one acre. A scaled drawing has been provided.

Q2. Is the \$36,400 the total budget or are you expecting additional expenses?

A2. The \$36,400 is the annual funding available for this project. The contractor will need to establish his/her own budget.

Q3. What are the requirements for the Specialty Crop block grant and how long is the grant period?

A3. Specialty Crop Block Grants are offered through the Delaware Department of Agriculture. Projects should benefit the specialty crop industry as a whole and/or public and be able to provide a positive impact with measurable outcomes. Single individuals, institutions and organizations may apply, but outcomes cannot benefit only one single product or provide profit to one single organization. These grants can be from one to three years in duration.

Q4. Will all available equipment be in working order when the new management takes over the farm?

A4. All available equipment: the mower, the trimmer and refrigerator, are currently in working order.

Q5. If it is found that something is not in working order, how will this issue be resolved?

A5. All available equipment: the mower, the trimmer and refrigerator, are currently in working order.

Q6. Can we install a high tunnel?

A6. Any major changes to the Planting Hope Urban Farm area must be approved by DHSS Facility Operations (FacOps).

Q7. What are the requirements/limitations for expansion of growing space? (i.e. height and proximity requirements in relation to Mitchell, areas that need to be left open for maintenance access, etc).

A7. Proposed changes to Planting Hope Urban Farm should be discussed with Facility Operations. They can provide details on the clearance needed for security and lawn mowing equipment.

Q8. Can we submit thumb drives in place of CD's?

A8. No. For security reasons DHSS cannot accept submissions on a thumb drive.

Q9. Can we obtain a map of the area that indicates pipes and other things that would limit digging?

A9. Facility Operations has blueprints that indicate pipes and power lines, and will be able to inform you about specific areas where you want to dig.

Q10. On page 50, could you clarify the intended purpose of the \$36,400 available for the urban farm and garden? For example, it was to be used exclusively for the urban farm? Would maintenance and upkeep of the community garden also be included? Is any educational programming expected to be supported from these funds?

A10. The \$36,400 is for all aspects of Planting Hope Urban Farm maintenance and programming, which includes the Community Gardens, Memorial Garden, Bee Pasture, Production areas and client programming. It is to be used exclusively for Planting Hope Urban Farm.

Q11. Is the \$36,400 the amount available for the 2-year contract period or an annual allocation?

A11. This is an annual allocation.

Q12. Where is the Apiary moving?

A12. The Apiary manager is working with DHSS Facilities Operations to secure a place on the Holloway Campus for the Apiary.

Q13. When does the contract period start?

A13. Once the contract is negotiated, a start date will be designated.

Q14. The contract period is for 2 years?

A14. Yes, an initial 2 years with 3 possible 1-year renewals. At the end of this 5-year period, should there be a need; the vendor could be asked to extend for a possible maximum of 3 extra months. Every contract must be rebid every 5 years.

Q15. What are the requirements for a Specialty Crop Block Grant?

A15. There is no Specialty Crop Block Grant associated with this RFP, and the statement to that effect was erroneously included. General requirements for submitting a Specialty Crop Block Grant proposal are stated in A3.

Q16. What is the status of the Specialty Crop Block Grant that covers programming with the Terry Center?

A16. There is only one year left on this grant. It will remain with the Delaware Department of Agriculture, and be managed by the Delaware Department of Agriculture.

Q17. Is the \$36,400 for the Community Garden, the DPC programming or maintenance of Planting Hope Gardens?

A17. The \$36,400 is the entire budget for all aspects of the project. Anything that you propose should fit within this budget total.

Q18. Once the successful bidder takes possession of the equipment, who owns it? If something happens to the equipment, who is responsible for repair or replacement?

A18. The equipment was purchased as part of a grant, so it remains with the project. There is currently no Planting Hope budget available for repair or replacement.

Q19. What about the mower and string trimmer?

A19. They were repaired this August and are currently in working order.

Q20. How many community gardeners are currently in the Garden?

A20. There are currently 13 plots rented until November 30, 2018.

Q21. Where are the DPC client gardens?

A21. DPC client gardens are inside the enclosed community garden area. There are two raised beds outside the enclosed area that had been used for Terry Center programming. These have not been used in more than a year, and efforts to secure a location for them at the Terry Center have not been successful.

Q22. If we don't know where the pipes and wires are, how can we submit a drawing of what we propose to do in our RFP submission?

A22. Prepare a drawing of what you propose to do. If your bid is successful, we will review the layout with Facility Operations, and make any adjustments necessary to accommodate utilities.

Q23. Are there designated contact people for the Terry Center? What is the programming requirement for the Terry Center?

A23. Programming for the Terry Center is not part of this Request for Professional Services.

Q24. How many DPC clients are served, and is this year-round?

A24. The number of clients attending garden sessions depends upon the number there, and their levels. Sometimes we have only a few, sometimes seven or eight. We strive to have programming throughout the year, except for the holidays (mid-November through the beginning of January).

Q25. Are there currently community gardeners who are not staff or employees at DPC?

A25. We have usually had at least one community gardener outside of campus, and a few of the community gardeners are not DPC staff members.

Q26. Are subcontracts allowed?

A26. Yes. RFP HSS18005A was originally posted as a Request for Proposals, and then amended to a Request for Professional Services. Sub contracts are allowed, and every proposed sub-contractor must be identified in the proposal. There is a sub-contractor form in the packet.

Q27. Who will be the contact person for this proposal?

A27. Faith Kuehn, contact: fbkuehn@gmail.com.